

CAPTAIN

POSITION SUMMARY: Serve as bureau commander for the Administrative Services Bureau or Police Services Bureaus and performs related work as required. Assist the director of public safety in planning, coordinating, assigning, training, career development, and supervising the work of subordinate personnel. The scope of responsibility includes technical, administrative, and professional work related to public safety such as maintaining order, enforcing laws and ordinances, and taking measures to prevent crime and protect lives and property. This position manages personnel and organizes activities to ensure the effective, efficient, orderly, and secure operation of the public safety department. Assume command of the department upon direction of the director of public safety or in the director's absence.

This position involves directing the activities of the Administrative Services and/or the Police Services Bureau of the Department and the coordination, management, and overall supervision of the activities of the department. Work requires the use of reasoned judgment and specialized knowledge and skills in appraising the effectiveness of police and administrative techniques. Work is performed in accordance with established policies and procedures, but much latitude exists for the exercise of judgment and discretion. Work is reviewed through observation, discussion, and review of reports.

SUPERVISION RECEIVED: Work is performed under the direction of the director of public safety.

SUPERVISION EXERCISED: Supervision is exercised over subordinate personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Carry out various administrative assignments which may involve preparation, submission and monitoring of the annual budget, policy formulation, establishment of procedures, and accountability for results. Research information, prepare reports, and make recommendations to the director of public safety.
2. Coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees; evaluate and verify employee performance through the review of completed work assignments and work techniques; provide timely coaching, training, and performance evaluations for subordinate employees.
3. Assist with labor relation issues and ensure that proper labor relations and conditions of employment are maintained.
4. Recommend and advise the director of public safety in the development and/or revision of departmental organization, goals, programs, policies, and procedures. Ensure that departmental procedures are followed. Author and enforce policies and processes; train and educate personnel on new or revised policies and processes.
5. When assigned, perform the functions of Executive Duty Officer. Assume command of investigations or emergencies in the absence of the director of public safety.
6. Keep abreast of legislative and/or regulatory developments, new techniques, and current issues through continued education and professional growth.

7. Acts as department spokesperson as directed.
8. Recommend personnel policies and oversee the department's professional standards, functions, and processes, which are required in maintaining the department's internationally accredited status through the Commission on Accreditation for Law Enforcement Agencies (CALEA), and other professional standards and agencies as required.
9. Make public presentations on department-related subjects to various organizations when assigned or requested.
10. Investigate inquiries and/or complaints made by citizens, businesses, or other personnel. Follow up on corrective actions and ensure that replies are provided.
11. Oversee and conduct internal affairs complaints.
12. Oversee departmental grants, partnership agreements, and sponsorships. Ensure staff works cooperatively with various departments and agencies to ensure compliance with grant stipulations and state and federal laws. Ensure departmental staff seek and meet training requirements from City departments related to grants and purchasing.
13. Prepare various investigative correspondence, records, reports, and research activities as required. Prepare the agency's annual report, FBI and state statistical reports and other reports as necessary.
14. Represent the department and the director of public safety at various meetings and conferences and keep him/her apprised of significant events involving the Administrative Services and/or Police Services Bureaus. Serve as a liaison with other City departments, agencies, boards, commissions, and businesses.
15. Ensure that the director of public safety is advised of the status of important department issues.
16. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in criminal justice, police administration, or related field. Prefer Master's degree in an appropriate field of study. Extensive experience in police work.
- B. Must have attained the rank of lieutenant and have completed the probationary period.
- C. Graduation from Northwestern School of Staff and Command, FBI National Academy, or comparable program.
- D. Graduation from an approved advanced leadership development training program.
- E. Maintain police officer certification from the Michigan Commission on Law Enforcement Standards.
- F. Valid Michigan motor vehicle operator permit.

- G. Extensive knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work. Extensive knowledge of applicable federal, state, and local laws, codes, and ordinances.
- H. Comprehensive and broad knowledge of the principles and accepted practices and procedures of police administration, modern law enforcement practices, management principles, and techniques.
- I. Extensive knowledge of the duties, functions, and responsibilities of subordinate personnel.
- J. Ability to coordinate the preparation and monitoring of the department and bureau budgets.
- K. Demonstrated ability to effectively train, lead, motivate, and command the respect of sworn and civilian employees; demonstrated ability to effectively supervise and evaluate the work of others.
- L. Possess a high level of interpersonal skills. Demonstrated ability to establish effective and cooperative working relationships. Uses tact, good judgment, initiative, and resourcefulness to communicate effectively with elected officials, boards and commissions, department heads, employees, volunteers, the public, and internal and external professional contacts.
- M. Proven ability to communicate effectively orally and in writing and to make presentations in public forums and to persuade others. Ability to maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism. Ability to respond or proactively engage with public bodies or others during public meetings.
- N. Demonstrated ability to think strategically, quickly analyze complex information, make decisions, coordinate schedules and resources, and work effectively and cooperatively in routine, stressful, or time-sensitive situations. Must be able to provide leadership and direction on projects and in situations with undefined goals, expectations, or outcomes.
- O. Possesses excellent organizational skills and ability to prioritize.
- P. Thorough understanding of city government processes.
- Q. Proven ability to maintain a professional leadership image to the organization and to the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department and the City.
- R. Ability to prepare, review and submit accurate department records and reports.
- S. Ability to plan, organize and direct the functions of their respective bureaus.
- T. Thorough knowledge of the types and use of communication equipment, electronic devices, firearms, and other equipment used in police work.
- U. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility and has the ability to quickly learn other

technology as necessary.

V. Considerable knowledge of the geography, streets, and important locations within the City.

W. Ability to coordinate the preparation and monitoring of the department and bureau

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear and to communicate with others. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are frequent requirements. The employee must be able to sit for long periods of time. While performing the duties of this job, running, jumping, climbing, kneeling, crouching, and crawling are occasionally required.

While performing the duties of this job, the employee works occasionally in the field and primarily in an office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. The employee may be exposed to severely hazardous conditions, fumes and smoke, hazardous chemicals, bodily fluids, violent assaults, lethal force, and emotionally charged situations. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear, including respirators. The employee may be exposed to graphic scenes, uncontrollable environments, and circumstances which may include working in all types of weather. The employee is required to drive in inclement weather.

While performing the duties of this job, the captain is required to operate police weapons, police vehicles and police-related technology. The employee is required to take a physical examination in accordance with MCOLES standards and report to the director of public safety any physical conditions that may interfere with the performance of his or her duties as a police captain.

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